GOVERNMENT OF THE DISTRICT OF COLUMBIA

DISTRICT DEPARTMENT OF THE ENVIRONMENT

Stormwater Database

User Manual – December 12, 2014

I.   Acronyms

A full list of definitions and acronyms is available in Appendix U of the Stormwater Management Guidebook, available at ddoe.dc.gov/swguidebook. You can also access Appendix U from the home screen of the database by clicking *Definitions and Acronyms.*

AWDZ	Anacostia Waterfront Development Zone
BMP	Best Management Practice
CDA	Contributing Drainage Area
CSS	Combined Sewer System
DDOE	District Department of the Environment
ESC	Erosion and Sediment Control
GAR	Green Area Ratio
ILF	In-Lieu Fee
MEP	Maximum Extent Practicable
MS4	Municipal Separate Storm Sewer System
Offv	Off-Site Retention Volume
PROW	Public Right of Way
SDA	Site Drainage Area
SRC	Stormwater Retention Credit
SWMP	Stormwater Management Plan
SWRv	Stormwater Retention Volume
WQTv	Water Quality Treatment Volume

II.   Create and Manage Your Account

You must have a registered account to use the Stormwater Database.

1. The database is available at ddoe.dc.gov/swdb. Click *Log in or create an account* to open the database.

2. From the database home screen, click *New Account,* fill out the form, and click *Save* to request a database account. Within two business days, the District Department of the Environment (DDOE) will grant you access to the database and notify you via email with log in instructions. The email, and many other notifications, will be sent to you from notify@quickbase.com.

3. After you receive an email from DDOE, follow the instructions in the email to finish creating your account. Do not share your log in credentials with others.

When you request an account, the contact information you enter is saved in the database. This information will be used to fill out forms and application you submit within the database and will be used by DDOE to contact you. If you need to update your contact information, click *Edit Account Information* at the bottom of the home screen. This will not change your username or password.

Add Agents or Clients

You can grant someone permission to act on your behalf in the database. This allows another user to view or modify information for your sites in the database or submit applications for the Stormwater Retention Credit (SRC) or RiverSmart Rewards programs.

To grant another user permission to act on your behalf as an agent:

1. From the home screen, click *Agents* and *Add an Agent*.

2. Fill out the contact information for the agent. Click *Save* to send a notification requesting confirmation from the agent.

To request permission to act on behalf of another individual or organization, including clients:

1. From the home screen, click *Agents* and *I am an agent for someone*.

2. Fill out the contact information for the client. Click *Save* to send a notification requesting confirmation that you are an agent for this person. If your client is the site owner or manger for a site you have already entered, you may request permission to access that site. After your client confirms that you are an agent, the client will be recorded as the site owner or manager.

If someone requests to be your agent or requests to list you as an agent, you will receive an email notification. To confirm:

1. From the home screen, click *Agents*

2. Click *Confirm* on the record for your agent or client

3. If you are confirming that someone is your agent, you will be asked to determine the level of access the agent has to your information. You may grant the agent permission to:

- modify information for all of your sites, plans, Site Drainage Areas, and BMPs

- modify information for individual sites, plans, Site Drainage Areas, and BMPs

- Enter information on applications to use SRCs or on ILF notifications

- Enter information on applications to certify, transfer, or retire SRCs

4. If the agent has requested access to one of your sites, you will be prompted to confirm that you are the site owner or manager. If you confirm, your name will automatically be listed as the site owner or manager.

Notify DDOE of a Change in Site Ownership or Management

If you own or manage a site, and there is a change in site ownership or management, please notify DDOE of this change.

1. From the database home screen, click *Sites and Plans.*

2. Click *Notify DDOE of a Change in Site Ownership or Management.*

3. A report will display all of the sites you own or manage. On the record for the site, click *Notify DDOE of a change in site ownership or management.*

4. Enter information for the new site owner and the date of settlement. Save the form to submit it to DDOE. DDOE will record the transfer of site ownership and you will no longer be listed as the site owner or manager.

Notify DDOE of BMP Removal

If a BMP is removed, please notify DDOE of BMP removal. If the removal occurs during an activity that has a Stormwater Management Plan, refer to Section V: Submit a Stormwater Management Plan.

1. From the database home screen, click *BMPs.*

2. Click *Notify DDOE of BMP Removal.*

3. A report will display all of the BMPs that you have the ability to view or modify. On the record for the BMP that will be removed, click *Remove this BMP.*

4. Identify if the BMP is being removed temporarily or permanently, the date of removal, and the reason for removal. If the BMP has been included in the SRC and/or RiverSmart Rewards programs, this may affect your status in these programs.

5. Save the form to submit it to DDOE.

GOVERNMENT OF THE DISTRICT OF COLUMBIA

DISTRICT DEPARTMENT OF THE ENVIRONMENT

III.   Apply for RiverSmart Rewards

Apply for RiverSmart Rewards to receive discounts on your DC Water bill. Discounts are calculated based on the installation of green infrastructure practices that retain stormwater. These are also called stormwater retention Best Management Practices, or BMPs.

1. Start a RiverSmart Rewards Application

1. Click *My RiverSmart Rewards Dashboard* and then *New RSR Application*.

2. Identify whether you are submitting a Simple Application or a Standard Application:

   - **Simple Application***:* BMPs manage 2,000 square feet of impervious surface or less.

   - **Standard Application***:* BMPs manage more than 2,000 square feet of impervious surface.

3. Identify if the BMPs in this application are part of a Stormwater Management Plan (SWMP). A SWMP is required for sites that undergo a major regulated activity. SWMP information may be used in a RiverSmart Rewards application, but sites without SWMPs may also participate in the RiverSmart Rewards program. See Section V: Submit a Stormwater Management Plan for more information.

4. If there is a SWMP, select the SWMP number.

5. If there is no SWMP, select the street address in *RSR Street Address*. If the address does not yet exist in the database, select *Add a new Site.* A pop-up screen will open. Check the box *RiverSmart Rewards Application Only.* Enter the address and the *Site Owner/Manager*. If you are acting on the behalf of the site owner or manager, refer to Section II: Create and Manage Your Account to request to be the site owner or manager's agent. Click *Save* to close the window and continue your application.

6. Click *Add DC Water Accounts*. This will open a new form. Select the DC Water account from a list. If the account does not appear in the list, click *Add DC Water account information.* A new form will open for you to enter the DC Water account information. Click *Return* and select the account from the *Account number* dropdown menu and click *Save.*

7. Enter any additional DC Water Accounts that will receive a discount with this application. For condominium associations or homeowner associations where individual units are billed by DC Water separately, there may be many DC Water accounts.

2. Enter BMP Information

If your RiverSmart Rewards application is for BMPs that are part of a SWMP, skip this section.

1. From the application, click *New BMP* to add BMPs*.*

2. Enter the BMP installation date.

3. Identify the BMP group and BMP type. For assistance in determining the BMP group, you may contact DDOE at riversmart.rewards@dc.gov or consult the Stormwater Management Guidebook.

- **Green Roof**

- **Rainwater Harvesting**: Includes rain barrels, cisterns, and similar practices

- **Impervious Surface Disconnection:** Includes downspouts that drain into a landscaped or pervious area. If the application includes an impervious surface disconnection, please attach site diagram to the application.

- **Permeable Pavement**

- **Bioretention:** Includes rain gardens

- **Infiltration**

- **Open Channel Systems**

- **Ponds**

- **Wetlands**

- **Proprietary Practices**

- **Tree Planting:** Trees must be planted after May 1, 2009 to qualify. Enter the tree species as the *BMP Name.* Enter each tree species as a separate BMP, but multiple trees of the same species can be entered as a single BMP. DDOE will verify that each tree species has an average mature spread of at least 35 feet.

4. Enter the contributing drainage area (CDA) for this BMP. This is the area that drains to the BMP. Trees do not have a CDA.

5. For Standard Applications, complete the *BMP Retention and Treatment Achieved* section. Use the BMP spreadsheet found at ddoe.dc.gov/riversmartrewards to determine BMP storage volumes.

3. Complete Application, Add Attachments, and Submit

6. Attach any necessary documents to the application, including photos of each BMP. Photos or documents may also be sent to riversmart.rewards@dc.gov.

7. Sign the application and submit it by checking *I Sign* and clicking *Save*.

IV.   Submit a Soil Erosion and Sediment Control or Green Area Ratio Plan

These instructions apply to plans that are submitted only for Soil Erosion and Sediment Control (ESC) and/or Green Area Ratio (GAR) requirements. If the plan has a stormwater management requirement, please refer to Section III: Submit a Stormwater Management Plan, which also includes all steps necessary for ESC and GAR plans, and do not continue to follow this section.

1. Enter Site Information

To create an ESC or GAR plan, you must first enter site information by creating a site record. Site information is stored separately from plan information. If there is more than one plan at a site, you only need to enter the site information one time and it can be used for all plans as necessary.

1. Click Sites and Plans and then click New Site

2. Check the box Soil Erosion and Sediment Control and/or GAR only

3. Enter contact information for the Site owner or manager. This may be you or it may be a client of yours.

4. Enter *Location* information. You can click the buttons in this section find the sewer system, drainage basins, and other location-based information for the site.

2. Enter Plan Information

1. From the site record, click Enter a new plan for this site.

2. Select the plan type(s). The plan may be a Stormwater Management Plan (SWMP), ESC plan, and/or GAR plan. If the plan is a SWMP, please refer only to Section III Submit a Stormwater Management Plan, which also includes all steps necessary for ESC and GAR plans, and do not continue to follow this section. If the site is in a zone where the GAR is required, the plan will automatically be entered as a GAR plan, unless you indicate that there is an exemption or that the GAR does not apply to the site. If you are requesting an exemption, you must attach an Application for Exemption Status or an Application for Transition Exemption Status. These forms are available at ddoe.dc.gov/gar and can be attached in the *Plan Documents* section of the form (see step 8).

3. Update *Site and Location* information. This section will automatically display information pulled from your site record. However, you can update this information if necessary.

4. Enter the post- and pre-project land cover. The *Total area* must be equal for pre-project and post-project land cover.

5. Enter the Project Description.

6. Click *Save*.

7

7. After saving, click *Edit construction information* to enter the building permit number and contact information for the project engineer or contractor. This information is stored separately in the plan and is still editable after the plan has been submitted.

8. Upload any relevant documents. If you are submitting an Application for Exemption Status for the GAR requirement, attach it here.

9. Click *Submit.* The database will run an error check. If an error is triggered, you will be unable to submit the plan to DDOE. If there are no errors triggered, a submittal page will open.

10. Click *Save* to submit the plan information to DDOE. You must still submit the plan at DCRA. DDOE will not review plans that are not submitted at DCRA. Once DDOE begins its review, you will no longer be able to make any changes to the plan unless a DDOE reviewer returns it to you. You will still be able to update construction information, such as the building permit number and contact information, until DDOE begins its inspection process.

11. If the plan is approved, you must contact DDOE to schedule a preconstruction meeting at least 72 hours before beginning construction. The applicant must notify DDOE by phone at (202) 535-2977 at least 72 hours prior to construction of each on-site BMP to request on-site inspection and one week after completion of the project for final construction inspection. No change to the approved plan may be made without Departmental approval.

V.   Submit a Stormwater Management Plan

These instructions apply to plans that are submitted to meet stormwater management requirements or are submitted for certification of SRCs. These instructions also include all required information for sites that are also submitting Soil Erosion and Sediment Control (ESC) and Green Area Ratio (GAR) plans.

1. Enter Site Information

To create an SWMP, you must first create a site. Site information is stored separately from the SWMP information. If there is more than one SWMP at a site, you only need to enter the site information one time and it can be used for all plans as necessary.

1. Click the *Sites* button and then click *New Site*

2. Select the *Site owner/manager*. This may be you or it may be a client of yours. If you are an agent for someone and your client's name does not appear in the drop down list, you may leave this field blank. You must identify yourself as an agent before submitting the plan. Refer to Section II: Create and Manage Your Account for instructions to act on the behalf of others.

3. Complete the *Location* section of the form. You can click the buttons in this section to find the sewer system, drainage basins, and other location-based information for the site.

2. Enter Plan Information

1. Open the site record and click *Enter a new plan for this site.*

2. Identify the *Transition period vesting date*. Select the time period when the plan will first be submitted to DDOE for review. This determines the transition period requirements that apply to the plan, and you may change this field as necessary. If you are requesting to be vested under a transition period other than the current transition period, you must attach an Application for Vesting Status, which is available at ddoe.dc.gov/swguidebook. This can be attached in the *Plan Documents* section (see step 12). Guidance on transition periods is available at ddoe.dc.gov/swregs.

3. Select the plan type(s). The plan may be an SWMP, ESC plan, and/or GAR plan. If there is no ESC plan, you will need to describe the exemption from ESC requirements. If the site is in a zone where the GAR is required, the plan will automatically be entered as a GAR plan, unless you indicate that there is an exemption or that the GAR does not apply to the site. If you are requesting an exemption, you must attach an Application for Exemption Status or an Application for Transition Exemption Status. These forms are available at ddoe.dc.gov/gar and can be attached in the *Plan Documents* section of the form (see step 12).

4. Select the type of activity the site is undergoing:

   - **Major Land Disturbing Activity**: Activity that disturbs, or is part of a common plan of development that disturbs, five thousand square feet (5,000 ft^2) or greater of land area,

except that multiple distinct areas that each disturb less than 5,000 ft^2 of land and that are in separate, non-adjacent sites do not constitute a major land-disturbing activity

- **Major Substantial Improvement Activity**: Substantial improvement activity and associated land-disturbing activity, including such activities that are part of a common plan of development, for which the combined footprint of improved building and land-disturbing activity is five thousand square feet (5,000 ft^2) or greater. A major substantial improvement activity may include a substantial improvement activity that is not associated with land disturbance

- **Unregulated**: Activity that is not a Major Land Disturbing Activity or Major Substantial Improvement Activity. This includes SWMPs that are submitted solely for SRC certification.

- **More than one type of activity**: The type of activity is not consistent for the entire plan. You will be asked to identify the type of activity each Site Drainage Area (SDA) is undergoing

5. Identify if the site is an Anacostia Waterfront Development Zone (AWDZ) site. Unregulated sites are not asked if they are AWDZ sites. If the site is within the boundaries of the AWDZ but is not an AWDZ site, you must attach an AWDZ claim form, available at ddoe.dc.gov/swregs. This can be attached in the *Plan Documents* section (see step 14).

6. If the plan is submitted solely for reconstruction of existing Public Right-of-Way, click *Project solely involves reconstruction of existing PROW.* This does not apply to parcel-based projects that disturb the adjacent PROW as a portion of the project. Select the current design phase. If the project is in the 30% of 65% design phase, enter the land cover for the regulated activity. The *Total area* must be equal post-project and pre-project.

7. Identify if the site is exempt from detention requirements for the 2-year storm. Projects are exempt from 2-year post-development peak discharge requirements when three conditions can be established:

   1) Site discharges flow directly to, or through the separate sewer system, into the main stem of the tidal Potomac or Anacostia Rivers, the Washington Channel, or the Chesapeake and Ohio Canal

   2) Site discharges do not flow into or through a tributary to those waterbodies that runs above ground or that DDOE expects to be daylighted to run above ground

   3) Site discharges will not cause erosion of land or transport of sediment

8. Update *Site and Location* information. This section will automatically display information pulled from the site record. However, you can update this information if necessary.

9. Complete the *Project Description* section.

10. Click *Save*.

11. After saving, click *Generate SWMP Number* to receive an SWMP number.

12. If BMPs are being removed, click *Notify DDOE of removal of BMPs from pre-existing plans.* For all previous SWMPs that are being superseded, all BMPs are considered "removed" even if they will be present in the new plan. The BMP must be added as part of the new plan.

13. Click *Edit construction information* to enter the building permit number and contact information for the project engineer or contractor. This information is stored separately in the plan and is still editable after the plan has been submitted.

14. Upload any relevant documents in the *Plan Documents* section. If you are submitting an Application for Exemption Status for the GAR requirement, Application for Vesting Status, or AWDZ claim form, attach all relevant forms here.

15. If the plan is a parcel-based project, proceed to add Site Drainage Areas and BMPs. If the project solely involves reconstruction of existing PROW and is in the 30% or 65% design phase, do not add Site Drainage Areas or BMPs, and proceed to Step 5: Submit the SWMP to DDOE.

3. Enter Site Drainage Area Information

1. Open the plan record and click *Add Site Drainage Area.* The database will generate an ID number for the Site Drainage Area (SDA) based on the SWMP number and the *Site Drainage Area number*. SDAs may also be added by opening an existing SDA and clicking *Add another Site Drainage Area to this Plan.*

2. If any part of the SDA is in the public right-of-way (PROW), check *Public Right-of-Way.* If the maximum extent practicable (MEP) process has been used, you can also check *MEP Process Used.*

3. In the *Site Drainage Area Information* section, enter any additional information as necessary. If any information is not consistent for the SWMP as a whole (such as the type of activity or the storm sewer system), you will be asked to provide this information for each SDA.

4. Enter the land cover of the SDA*.* For regulated SWMPs, only include the area within the limits of disturbance. *Total area* must be equal for post-project and pre-project land cover. These values will be used to calculate regulatory obligations and will be summed for the SWMP as a whole.

5. Click *Save.* If the SDA is part of a regulated activity, the page will show the retention and treatment obligations that apply. The *BMPs* section allows you to add BMPs to the SWMP that are part of the SDA. The *BMPs* section also shows the total retention and treatment achieved by the BMPs. For regulated SWMPs, the *Drainage Area Compliance* section displays compliance status for regulated SWMPs. This section identifies if the minimum retention and treatment requirements for the SDA have been met, and for SDAs in the PROW, it will show if the MEP process has been used and approved by DDOE. For unregulated SDAs, the *Net SRCs for Unregulated Site Drainage Areas* section will show the SRC eligibility for the SDA.

6. If there are more SDAs that are part of this plan, click *Add another Site Drainage Area to this Plan* at the top of the form. SDAs may also be added later.

7. To add BMPs, click *Add a BMP.*

8. If the SDA is part of an unregulated activity and SRCs will be generated from a land cover change, click *Add land cover change BMP.*

4. Enter BMP Information

1. Open the SDA record and click *Add a BMP*. BMPs may also be added by opening an existing BMP record and clicking *Create another BMP in the same Site Drainage Area* or by opening an existing BMP record and clicking *Add Downstream BMP.*

2. Select the type of BMP. These refer to the BMP categories in the Stormwater Management Guidebook.

3. Select the specific type of BMP and BMP sub-type. Some selections may only have one option.

4. Enter the *X and Y coordinates* for the BMP. These are not required initially, but must be entered to submit a SWMP. The database will prompt you to enter this information before submitting the SWMP.

5. Indicate if DDOE provided funding for the BMP.

6. Enter the contributing drainage area (CDA) for this BMP. This is the area that drains to the BMP. *Total area* must be equal for post-project and pre-project land cover. To determine the pre-project CDA, superimpose the boundaries of the CDA over the pre-project land cover.

7. If the CDA includes area from outside the limits of disturbance of the SWMP, click *CDA includes area outside disturbance area.* Enter the area in the CDA that is outside the limits of disturbance of the project. For regulated projects, onsite retention or treatment requirements cannot be met with stormwater from outside the limits of disturbance, except in the PROW. This volume may still be eligible for SRC certification.

8. Complete the *BMP Retention and Treatment Achieved* section to calculate the volume applied to retention and treatment obligations.

9. Click *Save.* The database will automatically generate the *BMP ID Number* based on the plan number, SDA Number, and individual BMP number. The individual BMP number will increment starting with 1 for each SDA.

10. If there are more BMPs in the same SDA, click *Create another BMP in the same Site Drainage Area,* or if they are part of a treatment train, refer to <u>Treatment Trains</u> in this section.

11. If there are more SDAs to add to the plan, refer to Section 3: Enter Site Drainage Area Information.

Treatment Trains

BMPs may form treatment trains. In a treatment train, the overflow from a BMP is conveyed to a downstream BMP. For BMPs that are part of a treatment train, you can select a downstream BMP from a dropdown menu. Each BMP must be created in the database before it can be selected.

1. Click *Add downstream BMP* to enter information for a new BMP.

2. After saving, you will be returned to the upstream BMP. Select the new BMP from the *Downstream BMP ID number* dropdown menu.

3. It may be necessary to "Refresh" the treatment train information periodically. This may happen if some of the retention or treatment information for one of the BMPs in a treatment train changes and will affect the retention or treatment information in an upstream or downstream practice. You will be prompted to refresh this information if necessary. If a BMP's information does not appear correct, it may simply need to be refreshed.

5. Submit the SWMP to DDOE

1. Generate compliance sheets to include in SWMP. You must include compliance sheets as part of your plan set. You will need one for the plan, one for each SDA, and one for each BMP. For each of these forms, open the record and click *Compliance sheet.*

2. Open the plan form and click *Submit.* The database will run an error check. If an error is triggered, you will be unable to submit the plan to DDOE. If necessary, regenerate the compliance sheets to reflect any changes that have been made after the error check.

3. Click *Save* to submit the plan information to DDOE. You must still submit the plan at DCRA. Once DDOE begins its review, you will no longer be able to make any changes to the SWMP unless a DDOE reviewer returns it to you. You will still be able to update construction information, such as the building permit number and contact information, until DDOE begins its inspection process.

4. If the plan is approved, you must contact DDOE to schedule a preconstruction meeting at least 72 hours before beginning construction. The applicant must notify DDOE by phone at (202) 535-2977 at least 72 hours prior to construction of each on-site BMP to request on-site inspection and one week after completion of the project for final construction inspection. No change to the approved plan may be made without Departmental approval.

Incomplete or Inaccurate Plans

If the SWMP is missing information or does not meet minimum requirements, you will not be able to submit. In this case, after clicking *Submit,* you will be redirected to a page that displays any requirements not met. You will need to address the error messages that appear and click *Save* to return to the plan. Then, click *Submit* again to submit the plan to DDOE.

Below is a description of commonly occurring user errors:

● **There is no site owner or manager listed**: The site must have an owner or manager listed to submit a SWMP. Open the site record to add the owner or manager. If you are acting on behalf of the owner or manager, refer to Section II: Create and Manage Your Account.

● **There is no SWMP number**: All SWMPs must have a SWMP number. Click *Generate SWMP number* to receive a SWMP number.

● **The plan is missing land cover/site drainage areas**: SWMPs must have SDAs. Click *Add Site Drainage Area* to create an SDA. This will also provide land-cover information for the site.

● **The plan does not meet minimum retention requirements for the site***:* Plans must achieve 50 percent of the stormwater retention volume (SWRv) on-site, unless they are submitted during

13

Transition Period 1 (by January 15, 2014), Transition Period 2A (January 16, 2014 – January 15, 2015 for Major Land Disturbing Activities), or Transition Period 2B (January 16, 2014 – July 14, 2015 for Major Substantial Improvement Activities). Plans may also request relief from extraordinarily difficult site conditions, though this must be approved by DDOE. Sites that meet the SWRv to the Maximum Extent Practicable (MEP) in the Public Right of Way (PROW) may not have to meet a portion of the SWRv.

● **One or more site drainage areas do not meet minimum requirements**: SDAs that do not drain to the combined sewer system (CSS) have minimum retention and/or treatment requirements. Each SDA must achieve retention or treatment of 50% of the SWRv and 50% of the SWRv from the entire vehicular access area (VAA) for each SDA. At least one SDA does not meet this requirement.

● **One or more BMPs are missing X and Y coordinates**: All BMPs must have X and Y coordinates (MD State Plane, North American Datum (NAD) 1983 in meters). Use the editable report to add X and Y coordinates to the BMPs.

● **BMP contributing drainage areas exceed the size of the Site Drainage Area**: BMP CDAs must be no larger than the size of the SDA where the BMPs are located. The sum of the CDAs for all BMPs in the SDA cannot be larger than the size of the SDA. Similarly, the sum of the impervious area in the CDAs for all BMPs in the SDA cannot be larger than the impervious area in the SDA. The same is true for natural land cover, compacted land cover, BMP land cover, and vehicular access area. If the BMP's CDA includes area from outside the limits of disturbance of the project, this area is not included in the sum of the CDAs for the BMPs in the SDA. A report will show which SDAs have BMPs with CDA errors and identify the error.

● **One or more BMPs in a treatment train need to be "refreshed" to ensure accurate retention and treatment volumes**: Some information in a treatment train is copied from one BMP to another. When storage, retention, and treatment information changes, it may be necessary to "refresh" some BMPs. When this is necessary, a report will show the BMP and a *Refresh* button. It may be the case that by refreshing one BMP, another BMP will also need to be refreshed.

● **Transition period vesting date is incorrect**: The *Transition period vesting date* is used to determine which transition period(s) and requirements apply to the SWMP. When the SWMP is created, the date will default based on the expected date of first submittal. If the plan is vested under a different transition period, attach an Application for Vesting Status. Otherwise, update the *Transition period vesting date*. Guidance on transition periods is available ddoe.dc.gov/swregs.

● **BMP ID numbers are duplicated or skipped**: BMPs are assigned a BMP ID number with the format SWMP number-SDA number-BMP number. The BMP numbers are automatically assigned when the BMP is created but may be modified. Deleting a BMP may produce a gap in BMP ID numbers. If there is a duplicate BMP ID number or a gap in BMP ID numbers, you must update them using the editable report.

● **Site Drainage Area ID numbers are repeated or skipped**: SDAs are assigned an ID number with the format SWMP number-SDA number. This is also used as a component of BMP ID numbers. The SDA number is automatically assigned when the SDA is created but it may be modified.

Deleting a SDA may produce a gap in SDA ID Numbers. If there is a duplicate SDA ID Number or a gap in the SDA ID Numbers, you must update them using this editable report.

- **There is no construction information:** Click *Edit construction information* to enter construction information.

- **One or more documents needs to be attached:** The plan includes either an exemption for the GAR or is located within the boundaries of the AWDZ, but is not an AWDZ site. Attach a GAR Application for Exemption Status, GAR Application for Transition Exemption Status, or AWDZ Claim Form.

VI. Participate in Stormwater Retention Credit (SRC) Trading

View the SRC Registry and Dashboard

From the home screen, click *SRC Registry* to view the SRC Registry. The Registry is comprised of four reports:

- **SRCs for Sale***:* Publicly-listed SRCs; includes seller contact information, watershed where the SRCs are generated, asking price per SRC, and quantity of SRCs for sale.

- **Final SRC Sales Prices***:* Shows information on final SRC trades, including the watershed where the SRCs were generated, the quantity sold, and the price per SRC; if an SRC is sold multiple times, each sale will be listed separately.

- **Expected SRCs***:* Shows potential SRCs based on approved SWMPs; when a project finishes construction, the expected SRCs are removed from the report. After certification, the SRCs may be listed in the *SRCs for Sale* report if the owner applies for SRC certification and chooses to list them in the registry.

- **Interested Buyers List***:* Shows people who want to buy SRCs; you may list yourself as an interested buyer by clicking *I want to buy SRCs.*

From the home screen, click *My SRC Dashboard* to view the SRCs that you own, as well as those that you have transferred, used, and retired. You may list or remove your SRCs from the SRC Registry or change the asking price by clicking on the range and then clicking *Edit.*

Off-Site Retention Volume (Offv)

Offv is an annual commitment that may be met through the use of SRCs, payment of the In-Lieu Fee (ILF), or a combination of SRC use and ILF payment. One SRC satisfies one gallon of Offv for one year. One gallon of ILF payment also satisfies one gallon of Offv for one year. If an Anacostia Waterfront Development Zone (AWDZ) site uses SRCs that are generated outside the Anacostia watershed, 1.25 SRCs must be used for each gallon of Offv. This requirement will be automatically calculated. The *Plans* form identifies the Offv requirement and whether the site is an AWDZ site.

Offv must be met annually beginning with the date of the Final Construction Inspection. Regulated sites are responsible for their Offv on an ongoing basis. Site owners or managers can apply for SRC use or pay ILF to meet the Offv requirement for several years at a time. If DDOE does not receive an application to use SRCs or an ILF payment and a lapse in Offv compliance occurs, DDOE will automatically charge the ILF with a 10 percent late fee. If in the future a regulated site increases its on-site retention, Offv can be reduced.

A report called *SRCs for Sale* is available in the SRC Registry, as is a list of expected SRCs (the SRC eligibility for SWMPs that have been approved by DDOE but have not yet had a Final Construction Inspection).

Certify SRCs

1. Click Certify SRCs and New Application.

2. Select the SWMP number for the site that will be generating SRCs. Identify the period for which SRCs are requested (one year, two years, or three years), the asking price, and if the SRCs should be listed for sale in the SRC Registry.

3. Select the Proposed SRC Owner. If DDOE approves the application, the Proposed SRC Owner will become the original owner of the SRCs, will be responsible for BMP maintenance, and will be able to transfer, use, or retire the SRCs. You may also identify the owner of the retention capacity or an agent for the Proposed SRC Owner.

4. Click *Select BMPs to generate SRCs* to see a list of BMPs that are able to generate SRCs. This will only show BMPs that are part of the SWMP selected.

5. Click *Use this BMP to certify SRCs* for the BMP you want to include in the application. You will be redirected to a new screen.

6. Enter the number of SRCs the BMP should generate. The form will display the maximum number of SRCs the BMP can generate. This is the retention volume (in gallons) of the BMP capped at the SRC eligibility for the SWMP and for the Site Drainage Area (for Site Drainage Areas that have minimum retention or treatment requirements). Click *Save* to return to the application.

7. Identify all BMPs that should generate SRCs by repeating steps 4-6. If you want to change the number of SRCs a BMP should generate, you can do so by changing the values in the BMP report on the application. The application must be in the "edit" mode. If you over-request SRCs for a BMP, the *Unallocated SRC Eligibility* column will display negative numbers.

8. Attach a maintenance contract for the period for which you are requesting SRC certification.

9. Sign the form and check *Submit*. This will update the application date, and upon saving, lock the form. You will no longer be able to make changes.

DDOE will review the application. You will be notified by email if DDOE approves, approves in part, or disapproves your application. If your application is approved, the SRCs will appear in your account and in the SRC Registry (if requested), and you will be able to use, transfer, or retire them.

Transfer SRCs

1. Click Transfer SRCs and New Application.

2. Enter the application date and the date of the transfer.

3. List the current SRC owner and the contact information for the new SRC owner.

4. Click *Select SRCs to Transfer*. You will be prompted to save and then redirected to a report showing all of the SRCs that may be transferred with this application. These are currently owned by the *Current SRC Owner* listed on the application that have not been used or retired. SRCs that are part of a different application are not listed.

5. Click *Transfer SRCs from this range* to select the range from which you will be transferring SRCs. You will be redirected to another page.

6. Enter the number of SRCs to transfer and the transfer price. If you decide you do not want to transfer any SRCs from this SRC range, uncheck the box *Transfer.* When complete, click *Return to application.* You will be prompted to save.

7. Click *Transfer SRCs from this range* if you want to transfer more SRCs.

8. Change the number of SRCs or transfer price as necessary. You can do this by opening the application in the "edit" mode. If you do not want to transfer SRCs from the SRC range, uncheck the box *Transfer.*

9. Sign the form and check submit. This will update the application date, and upon saving, lock the form. You will no longer be able to make changes.

DDOE will review the application. You will be notified by email if DDOE approves, approves in part, or disapproves your application. If DDOE approves your application, the SRCs will be transferred to the new owner, and you will no longer be able to transfer, use, or retire these SRCs. If you are responsible for maintaining the BMPs that generated these SRCs, you must still maintain these BMPs.

Use SRCs

1. Click Use SRCs and New Application.

2. Enter the application date.

3. Select the *SWMP number* for the Site at which you are using SRCs.

4. Identify the number of gallons of Offv per year you want to meet with SRCs.

5. If you are also paying ILF for some of the Offv, enter the number of gallons of Offv you will meet per year with ILF payment (do not enter the ILF price).

6. Identify the number of years of Offv that will be met with this application.

7. Select the current SRC owner.

8. Click *Select SRCs to Use*. You will be prompted to save and then redirected to a report showing all of the SRCs that may be used with this application. These are currently owned by the *Current SRC Owner* listed on the application that have not been used or retired. SRCs that are part of a different application are not listed.

9. Click *Use SRCs from this range* to select the range from which you will be transferring SRCs. You will be redirected to another page

10. Enter the number of SRCs to use. If you decide you do not want to use any SRCs from this SRC range, uncheck the box *Use.* When complete, click *Return to application.* You will be prompted to save.

11. Click *Use SRCs from this range* if you want to transfer more SRCs.

12. Change the number of SRCs as necessary. You can do this by opening the application in the "edit" mode. If you do not want to use SRCs from the SRC range, uncheck the box *Use.*

13. If you have specific instructions for how these SRCs will be used, list them on the application. Otherwise, DDOE will determine which SRCs to apply to which year of Offv. For the first year of Offv, DDOE will determine the starting date to meet Offv based on the date of the Final Construction Inspection. Offv is an annual ongoing commitment, and DDOE will apply SRCs or ILF annually.

14. Sign the form and check *Submit*. This will update the application date, and upon saving, lock the form. You will no longer be able to make changes.

DDOE will review the application. You will be notified by email if DDOE approves, approves in part, or disapproves your application. If DDOE approves your application, the SRCs will be applied to meet the Offv for your site. These SRCs will no longer be able to be transferred, used, or retired.

Notify DDOE of In-Lieu Fee Payment

1. Click ILF Notification and New Notification.

2. Enter the notification date.

3. Select the SWMP number for the site at which you are paying the ILF.

4. Enter the number of gallons of Offv you will meet per year with ILF payment (do not enter the ILF price).

5. If you are also using SRCs, enter the number of gallons of Offv per year you want to meet with SRCs.

6. Identify the number of years of Offv that will be met with this application. The application will calculate the ILF payment that is required. This is a notification of payment, and you must still pay the ILF.

7. Sign the form and check *submit*. This will update the notification date, and upon saving, lock the form. You will no longer be able to make changes.

8. Submit ILF payment. ILF payments can be made at the Department of Consumer and Regulatory Affairs or can be sent to DDOE. Payments sent to DDOE should be made by check and can be sent to:

> Evan Branosky
> Stormwater Management Division
> District Department of the Environment
> 1200 First Street NE, 5th Floor
> Washington, DC 20002

DDOE will review the notification. You will be notified by email if DDOE receives the ILF payment in full or in part. When the ILF payment is received, DDOE will apply it to meet the Offv for your site.

Retire SRCs

1. Click Retire SRCs and New Application.

2. Enter the application date.

3. Select the current SRC owner.

4. Click *Select SRCs to Retire*. You will be prompted to save and then redirected to a report showing all of the SRCs that may be retired with this application. These are currently owned by the *Current SRC Owner* listed on the application that have not been used or retired. SRCs that are part of a different application are not listed.

5. Click *Retire SRCs from this range* to select the range from which you will be retiring SRCs. You will be redirected to another page

6. Enter the number of SRCs to retire. If you decide you do not want to retire any SRCs from this SRC range, uncheck the box *Retire.* When complete, click *Return to application.* You will be prompted to save.

7. Click *Retire SRCs from this range* if you want to retire more SRCs.

8. Change the number of SRCs as necessary. You can do this by opening the application in the "edit" mode. If you do not want to retire SRCs from the SRC range, uncheck the box *Retire.*

9. Sign the form and check submit. This will update the application date, and upon saving, lock the form. You will no longer be able to make changes.

DDOE will review the application. You will be notified by email if DDOE approves, approves in part, or disapproves your application. If DDOE approves your application, the SRCs will be retired. These SRCs will no longer be able to be transferred, used, or retired.